



Recreation Specialist ITT

Announcement # JB-11-001

Salary: \$18.00 - \$24.00 per hour Series/Grade: NF-0188-03
Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: ITT Office – Joint Base Anacostia Bolling

OPENED: 05 January 2011
1ST CUT OFF: 20 January 2011
CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

Regular Full Time (35-40 hours per week) With Benefits

TO APPLY: Download forms on <https://www.cnic.navy.mil/NDW/About/Jobs/>
Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR
Office, 12 Brookley Ave, Suite 108, Washington, DC 20032. *A résumé may be included with the
required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 202-767-5206.

DUTIES AND RESPONSIBILITIES:

Administers a comprehensive and versatile information, ticket and tours program for military personnel, their dependents, retired military personnel and Department of Defense civilians. Sells tickets to concerts, attractions and other events. Establishes and maintains close working relationships with independent travel operators, restaurants, hotels/motels, theme parks and attractions in the local commuting area. Periodically acts as a tour guide, or individually investigates tour destinations to insure maximum success and patron satisfaction. Packages, prices and schedules tours to meet anticipated demand, and according to availability of destination, costs, and probability of success. Prepares, monitors and evaluates ITT NAF and APF budget to include UFM monies for annual budget and monthly status reports of variances and inventory differences to the proper chain of command. Organizes locations, dates and times with local bases and incorporates into the Nationwide ITT Travel Show schedule. Markets tours through all ITT/ITR Offices. Operates the MWR ITT Office. Ensures any special needs for the customers are included in cruise, hotel or dinner reservations. Responsible for collecting money, ensures and tickets or documents that are picked up, are paid for with cash, check or credit card before the deadlines or upon reservation. Responsible for preparing separate daily activity reports (DARS) for cruise and hotel commissions on a daily basis, or as needed. Maintains control of all commissions received by day and by month and tracks them to ensure proper commission rate is received from vendor. Orders and sells various theme park tickets. Collects money from all sales and rings through cash register or Point of Sale (POS) system. Responsible for joint events with other MWR programs, such as overnight trips with the Liberty Program to include hotel reservations, bus reservation and tickets for attractions or Youth Activities trips to include bus reservation, driver and tickets at cost. Follows up on all changes to tickets, price changes, additions and deletions. Submits invoices and goods movements to accounting department for payment. Responsible for marketing campaigns for all ITT tours, prices and special events submitted to the Marketing Department. Development of marketing strategy based on Navy and local MWR regulation, leisure needs results, in-house generated ideas along with other MWR department needs. Orders and sells prepaid discount tickets for all other local attractions. Maintains control of ticket stock and re-orders as necessary. Request proper SAP documentation and gathers all payment information for tickets. Prepares purchase order request and submits to accounting department for payment. Negotiates local contracts on the Nationwide Military Travel Voucher (MTV) Program in conjunction with the U.S. Army and Marine Corps. Forwards updates and changes to contracted rates for all hotels, attractions and events on the MTV Program to the proper point of contact. Notifies the proper point of contact for quality assurance issues and amendments. Performs other duties as

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<https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>

MINIMUM QUALIFICATIONS:

A minimum of three years experience that demonstrates a working knowledge of the ITT program. A Bachelors degree from an accredited college/university in a related field may be submitted for two years of experience. Knowledge enabling employee to competently and independently carry out continuing ITT projects or programs through proper application of the principles, concepts and techniques of recreation to the specific needs of a military community. Skill in planning and carrying out a military recreation center program which meets the needs of the participating community. Required to work an irregular tour of duty which may include some evenings, Saturdays and Sundays and holidays..Must be able to obtain access to base computer system, if applicable.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not listed on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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